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1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification CUSTODIAN LEADER
3	Posting Number PN# 107224
4	Department Convention & Entertainment Fac Department
5	Division George R Brown Convention Center
6	Section Operations Section
7	Reporting Location 1001 Avenida de Las Americas Blvd.
8	Workdays & Hours M - F, 8 a.m. – 5 p.m. *
	<i>*Subject to change</i>

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Supervises a crew of personnel who performs general cleaning duties; e.g., carpet cleaning, floor stripping, waxing and buffing. Oversees the performance of minor maintenance and repairs to building, furniture and cleaning machinery. Sets up building equipment – tables, chairs, staging, etc for special events, meetings, conventions, exhibits and trade shows. Inspects building facilities to ensure proper maintenance and non-hazardous conditions. Corrects or reports improper conditions. Inventories and maintains a stock of custodial supplies. Trains contractor staff with instruction on custodial activities, proper equipment and supply utilization. Keeps simple records on inventories, attendance, scheduling, repairs and routine maintenance. Uses a computer to retrieve event information from emails and other event documents, which contain convention center event requirements.

WORKING CONDITIONS
This position routinely requires lifting of moderately heavy items, such as typewriters or record boxes (up to 40 pounds), chairs, tables, staging risers and very long periods of walking and standing on concrete surfaces on a routine basis.

MINIMUM EDUCATIONAL REQUIREMENTS
Very fundamental levels of the ability to read, write and follow simple oral instructions as might normally be acquired through up to 8 years of formal schooling.

MINIMUM EXPERIENCE REQUIREMENTS
Six (6) months' experience is required.

MINIMUM LICENSE REQUIREMENTS
A Valid Texas Driver's license and compliance with City of Houston's policy on driving (AP 2-2)

PREFERENCES
High school diploma or equivalent and / or college hours a plus. Some computer skills a plus. A person with at least (2) years experience in housekeeping, hotel food service, or other related job environment. Experience supervising crews of (3) or more personnel is a plus.

SELECTION/SKILLS TESTS REQUIRED
None

SAFETY IMPACT POSITION ☒ Yes ___ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 08
\$666 - \$1098 Biweekly \$17,316 - \$28,548 Annually

OPENING DATE October 19, 2005

CLOSING DATE October 25, 2005

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9471.